



Cultural Services Department
Special Events Mobile Unit Rental Agreement Form

Name of Organization: _____ Date Reserved: _____

Address: _____

Contact Person: _____ Phone Number: _____

Event Name: _____ Event Date(s): _____

Event Location: _____

Date & Time of Delivery: _____

Date & Time to Open Unit: _____

Date & Time to Close Unit: _____

Date & Time of Pick-Up: _____

Individual on Site for Placement of Unit: _____

Contact Number at the Event: _____

Individual Making Arrangements with Malcolm Towing: _____

Individual/Organization Paying for Towing: _____

Individual/Organization Assuming Responsibility for Unit: _____

Will Security be On Site? _____ If Yes, Indicate Dates & Times: _____

TO BE COMPLETED BY INDIVIDUAL ASSUMING RESPONSIBILITY FOR MOBILE UNIT:

I, _____ agree to the following:

To schedule with Malcolm Towing Services specific delivery and pick-up times.

To assume financial responsibility for all applicable charges, made payable to Malcolm Towing Services, for delivery and pick-up of the City of Albuquerque's Mobile Unit.

To pay, at least two weeks in advance, the appropriate rental fee of _____ to the City of Albuquerque Cultural Services Department.

To assume all liability for the City of Albuquerque's Mobile Unit over the rental period, as outlined above.

To provide security for the Mobile Unit.

To pay for and repair any and all damages made to the City of Albuquerque's Mobile Unit that occur during my use.

Signature: _____ Title: _____ Date: _____

Please make check payable to: **City of Albuquerque CSD/Special Events**

Please complete this form and mail it, along with your payment, to:

**City of Albuquerque
CSD/Special Events-Mobile Stage Rental
P.O. Box 1293
Albuquerque, NM 87103**

Your completed form, along with full payment, must be received two weeks prior to your rental date. If we do not receive your payment in time, your rental agreement with the City may be forfeited. If you have any questions, please contact the City of Albuquerque Cultural Services Department Special Events Section at 768-3556.

Payment for towing of the Mobile Unit is to be made directly with Malcolm Towing Services (phone number 884-1025). Please do not include this in your check to the City. Malcolm Towing charges will vary depending on delivery location.

For Official Use Only

- _____ Authorize the use of the Mobile Unit with Malcolm Towing Services
- _____ Confirm dates and times with Malcolm Towing Services
- _____ Assign staff to open and close Mobile Unit
- _____ Enter Mobile Unit rental dates in the Community Calendar
- _____ Make sure Mobile Unit is clean and empty of all City property
- _____ Inspect Mobile Unit for damages after use

Staff setting up: _____ Staff tearing down: _____

Fees: 1st Day - \$100 2nd Day - \$150 3rd Day - \$200 (\$50 each additional day)

Date Paid: _____ Receipt Number: _____ Initials: _____

Method of Payment: _____ Check #: _____

If fees have been waived, please provide a description:
